



**SCHOHARIE COUNTY DEPARTMENT OF
PERSONNEL & CIVIL SERVICE**
ANNOUNCES CIVIL SERVICE *OPEN COMPETITIVE* EXAMINATION FOR

#64-720 EMERGENCY SERVICES DISPATCHER

Starting Salary: \$29,725

*Examination Fee – \$8.00

LAST FILING DATE: February 10, 2010

DATE OF EXAMINATION: March 20, 2010

ELIGIBLE LIST: *The list resulting from this examination will be used to fill vacancies, as they occur in Schoharie County Sheriff's Department.*

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

MINIMUM QUALIFICATIONS: Graduation from high school or equivalency

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for monitoring dispatching and coordinating a variety of emergency services (fire, rescue and ambulance, law enforcement, disaster preparedness, etc.). Dispatchers also maintain radio communications with road patrol officers. Incumbents monitor numerous telephone systems, alarm systems and radio frequencies simultaneously and must exercise sound independent judgment in prioritizing calls and dispatching appropriate emergency services as quickly as possible. Incumbents must maintain accurate records of all calls placed and received. May be required to perform various clerical duties as needed. Does related work as required.

USE OF CALCULATORS IS ALLOWED

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

- 1. Coding/decoding information** These questions test for the ability to use written directions to code and decode information accurately. You will be asked to apply sets of coding rules to code information and to interpret coded information. Complete directions will be provided; no previous knowledge of or training in any coding system is required.
- 2. Following directions (maps)** These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.
- 3. Retaining and comprehending spoken information from calls for emergency services** These questions test for your ability to retain specific information that is heard in calls for emergency service, such as a street address, or to comprehend spoken information from emergency service calls, such as determining the location of a site in relation to landmarks. Simulated 911 calls will be played on audio CD. Immediately following each call, candidates are given audio instructions identifying which questions they are to answer within the test booklet. The questions that candidates are directed to answer for each simulated call will not be in sequential order. Candidates will need to retain and comprehend the information and instruction provided in this portion of the test to respond appropriately to the questions asked and to determine which questions to answer. The time allotted to answer these questions will be limited. At the end of each answer period, the CD will automatically play the next call. Note paper will be provided. Candidates will be permitted to take notes and to refer to them when answering the questions.
- 4. Name and number** These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.
- 5. Understanding and interpreting written material** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

911 PERFORMANCE TEST: A performance test will be held after we receive the written results from NYS Civil Service Department. This will be held in the Personnel Office on a weekday during business hours. The written test will be a ranking test and the performance will be a qualifying (pass/fail) test. You must pass both the written and performance tests to be considered for appointment. You will not be called to the performance test unless you have passed the written test. Since the performance test is qualifying (pass/fail), if you pass the performance test your final score for the examination will be the score that you achieve on the written test. **You must pass both the written and performance to be on the eligibility list.**

APPLICATION FEE WAIVED: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

The required examination fee is eight dollars, which may be in the form of a check/money order or cash and must accompany each application. If your application is disapproved, your examination fee will **NOT be returned to you. Please make check/money order payable to the Department of Personnel and include the examination number.*

Applications and exam announcements are available on our web site at www.schohariecounty-ny.gov

ISSUE DATE: January 11, 2010

SEE REVERSE SIDE

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.

On the other side of this form is a
Civil Service Examination Announcement by the
SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL & CIVIL SERVICE

ADDITIONAL INSTRUCTIONS AND REQUIREMENTS (PLEASE BE SURE TO READ)

1. **APPLICATIONS:** Information and applications are available from the Schoharie County Personnel Department, P.O. Box #675, Schoharie, N.Y. 12157, by writing, phoning or calling in person (518) 295-8374. A separate application form must be filed for each desired examination. Be sure that all questions are answered. Applications must contain the correct exam title and/or number in order to be considered.
2. **TRANSCRIPTS:** Whenever a college transcript is required, submit it along with your application for examination, or as soon thereafter as possible prior to the examination date.
3. **VETERAN'S CREDIT:** Disabled veterans and veterans establish eligibility for additional credits 10 and 5 points, respectively in open competitive examinations and 5 and 2 ½ points in the case of promotion examinations. Points are added to earned scores provided they have not been used to secure permanent appointment or promotion previously. You are allowed the option of waiving these Credits after completion of the examination if you have ranked sufficiently high without them. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the Armed Forces to apply for and be conditionally granted Veteran's Credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.
4. **INVESTIGATION OF CANDIDATES:** Inquiries may be made as to an applicant's character and ability. Statements made by candidates in their applications are subject to verification.
5. **RATING REQUIRED:** All examinations are prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service Law.
6. **ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three scores/candidates willing to accept appointment. Eligible List will remain in force for at least (1) one year and may be extended for not more than (4) four years.
7. **SALARY:** Eligible candidates who are canvassed for interview for this job title must be willing to accept the minimum salary of the salary range in order to be given consideration for selection.
8. **RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS – MILITARY MEMBERS:**
If special arrangements are required, please indicate such request on your application form.
9. **SENIORITY RATING:** A number of points (.02 per year from date of original permanent appointment in the classified service of the government unit in which promotion is sought) shall be added to the passing score of a candidate participating in a promotional examination.
10. **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:**
In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.
11. **CROSSFILING: (Use when you want to be on multiple lists in different counties or state)**
If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, **you must arrange to take all the examinations at one test site.** If you have applied for **both State and Local Government Examinations, you must arrange** to take all your examinations at the State Examination Center by calling (518) 474-6470 **no later than (2) two weeks before the test date.** If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements **no later than (2) two weeks before the date of the examinations.** You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination call (518) 295-8374 or write to Schoharie County Personnel Department, P.O. Box 675, Schoharie, N.Y. 12157.
12. **AGENCY AFFIRMATIVE ACTION POLICY:**
New York State law prohibits discrimination because of age, race, creed, color, national origin, sex, marital status, disability or sexual orientation. It is the policy of this office to act affirmatively in providing equal employment opportunities, including providing reasonable accommodations to qualified disabled individuals.